



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
June 27, 2001

ATTENDEES:	Ron Welschmeyer, Chair Person	Gerry Wethington	Sheri Morice
	Jim Roggero	Jill Hansen	John Namassy
	Paul Wright	Jim Lumdsted	Bob Orbals
	Russell Helms	Christina Acree	Jim Myers
	Lyndon Motes	Mary Willingham	Gary Lyndaker
	Jeff Falter	Dennis Bax	Gina Hodge
	Scott Peters	Keith Crumley	LTC Thomas Smith
	Rex Peterson	Dave Schulte	Tom Robbins
	Karen Boeger	Bill Stucker	Vic Buechter
	Jim Weber	Chris Rackers	Bob Meinhardt
	Darla Rutledge	Steven Adams	Tom Stokes
	Rich Beckwith	Joe Stevenson	Debbie Wells
	Gail Wekenborg	Tony Wening	Jan Grecian
	Carl Medley II	Christine Mueller	

Ron Welschmeyer opened the meeting at 8:30 a.m.

ACTION ITEMS

1. Approval of the May 30th, 2001, Information Technology Advisory Board Meeting Minutes
Jim Roggero so moved to approve, Jill Hansen second and minutes approved.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Product called Tech Track with \$7000 annual fee for a subscription. It gives you background information on Corporate providers of service and products. We think it may be helpful when doing subjective bid evaluation.

We have come across the fact that MOTEC was approached about a technical reference service and we are in the Process of rebidding Meta contract and we think that we can come up with something there. I asked Debbie Wells to look at offerings and to bring back information in July.

Questions about internship contracts. Those contracts expire June 30 and there is no renewal option. Spoke with Purchasing and they will be putting together standard template to use for multiple years. Will try to have signed by end of week and back to purchasing. We have spent about \$600,000 over the life of this contract. Contract with Columbia College is still active. Approached by a firm from Columbia called Real Skills and have individuals that are interested in the IT field and looking to be placed in summer jobs. We told them that we will circulate resumes from interns that are going to college for Information Technology. You may begin to receive resume' from this company. I received a letter from Missouri Works asking that we encourage within the IT community to send job openings to them for services. I sent a letter back stating it will be mentioned at ITAB.

I have had two phone calls from Microsoft on active directory. Their point in calling me was that we need to take a statewide direction. That leads to architecture concerns, and it will compete with other efforts. Purchasing and Prime Vendor are having discussion on pricing changes with Microsoft. Do we want to rethink the effort of the group to include technical personnel? Please submit to Carl who you would like

involved in the Microsoft Active Directory meeting and Microsoft pricing changes. After this meeting a smaller committee will be created to manage the discussion of Active Directory.

At the last ITAB meeting, we made an offering of Total cost of ownership. You should receive a copy of this by the end of day. Please look at and let Gerry know of changes, additions, corrections, concerns, omission, etc. We will take this program and put it on the web so there is no shuffling of paper. There will be a series of worksheets that you will go through and fill out and they will populate through the end and at the end you will end up with your form 5. Total Cost of ownership will take what we do today as Risk assessment and move the detail to post appropriation and then build the project plan. We want to build consistency on how we collective build and cost out IT projects. It does not have IT flavor, but more toward business. We talked to the state of Washington in regards to discovery questions that are part of the budgeting process. You ask yourself questions and depending on if your answer is a yes or no it directs you to take some action. We have gone to a lot of sources to gather data. Jan Grecian has done a very good job on gathering information. You won't see the ROI calculation. We need to do more research on the ROI Calculation. If we can get to where we are consistent it will add credibility to what we are trying to do. I would not expect this to replace the process review committee this year. My goal would be to take total cost of ownership/return on investment and use it up front in preparing budget so we don't have to do the detailed risk management up front. We can wait until we get it appropriated so we don't have to do the detail review but rather use the ROI to help with the detail review. Gerry was cc: on a letter that was received by Mike Hartman and Dr. Stroup from Senator Russell and Representative Green directing the Office of Information Technology to give a monthly report on E-Government, Court automation etc. Big projects and projects that cut across state agencies are required in a monthly report to legislature. They will come to Gerry for Reports on Court automation, SEMA, Network Consolidation, Famis etc. We need a format for reporting. First report will probably be given in October.

Network consolidation continues to be high on the Commissioner's and Governor's list. We are going to use outside resources that have experience in state government and network consolidation, understand the value of own vs. lease vs. outsource to help us facilitate the network consolidation definition. I want to put the definition together with a small group that is directing Networks today and bring it back to you.

Request about video conference capability will be coming. Trying to capture an inventory of what we have in regards to video conferencing. There will be moving cabinet meetings to different parts of the state and will need virtual meetings. Trying to get the inventory put together by middle of July.

OIT and CIO are now participating in cabinet meeting. We talked about privacy, HIPPA, security, disaster recovery etc. We ask the cabinet how do we run business without IT from disaster recovery stand point. If you have any concerns, question, or issues let Gerry know and will address them in a business context to take to them. The question was asked "how will we get information on IT issues? Should we rely upon our IT directors?" and I said that I will bring the issues to the cabinet from a business perspective but the technical characteristics need to go to Information Technology Director of agency.

Handouts were given on Privacy Policy Statement, a draft Executive Order, and copy of the Privacy Statement that will be on OIT website. Please get a privacy statement on your website if you do not have one there, and if you don't, if possible have one up by July 1 and if you do have one, please compare to this policy.

2. Architecture (Bob Meinhardt)

A meeting is scheduled for early July. We will make changes and will bring back to ITAB for approval hopefully by next meeting.

3. Project Management Update (Tom Stokes)

Lesson Learned – need input on what we need to collect and what type of format. Information will come from agencies and will be sending an email out to project managers. Working with Debbie Well on project quality assessment (oversight) and need to look at areas such as project tracking, requirements management, project closeout, risk management, change management. Together we need to be sure to align with training program etc...

4. Prime Vendor Update (Carl Medley)

Prime Vendor – micro processor and availability approved AMD processors, working on notification statement. The performance issues are being looked at.

5. Internet/MOREnet Update (Tony Wening)

Working on Quality of Service. White paper coming up on website. Distance learning classes will go with few problems.

6. Statewide Purchasing Update (Karen Boeger)

Handouts passed out on contracts and Project Log. At the Help Desk meeting we discussed the need to use chapter 37 on how to get a contract together. We need a contract if going to establish a specific Help Desk solution. We need to be statewide with Help Desk and give a standard with a twilighted standard. Discussion was held on what products are being used currently. The standard will be decided by the end of July hopefully. Even in an architectural standard environment there can be multiple products.

7. Personnel Committee Update (Ron Welschmeyer)

No Update

8. MOTEC Update (Jill Hansen)

Everything is going well. Looking at going to quarterly meeting at next meeting.

9. Security Committee Update (Rex Peterson)

Last year we developed high level statewide security draft. Problem occurred with a state security audit when this draft was used as a basis for the audit. Draft will be sent to directors. Have until January to come up with Security Architecture. We need to stay the course on the architectural effort and use as a document to provide input. Gerry is meeting with Legal council Representatives on open meetings. Specific conversations are going to be held on digital signature.

10. State Data Center Steering Committee Update (Gail Wekenborg)

Steering committee will meet tomorrow to approve new rate structure. IDMS and laser printing are the only items that have not gone down in price. The majority of rates went down. Utilization is key. How do we inform the steering committee with statistics to explain to others? Two sides, availability measurement and cost measurement. Looking at making graphs to show comparisons. Looking at what it is costing to grow. Trying to figure out what availability is. Be informed that the business demand is going up and that is why costs are higher. Scheduled upgrade for the 3rd weekend in July on OS15. If not receiving email on update send Gail an email.

11. HIPAA Update (Gary Lyndaker)

Meeting with Mike Hartman was cancelled because paperwork document was a significant talk at the cabinet meeting. Have scheduled another meeting.

12. Sam II Data Warehouse Users Group (Mary Willingham)

Meeting went well. Shelly Adams is the person to e-mail for notification. MOTEC came to explain system training. Contact Jan Heckemeyer, the new SAMII coordinator about financial warehouse. The financial datawarehouse is currently being redesigned using current work orders. Considering a Mini warehouse on HR side - are you running weekly reports date specific, let them know. Let Mary know of any success stories that can be shared. They want to share.

13. Lotus Notes Update (Mary Willingham)

Handouts were given on Lotus notes Report. On June 4 they changed how customer support was done. Will be doing monthly report cards. Bob Biomontie would like to see these every 30 days. He is trying to make changes. Working in the right direction. He will make staffing changes if need be. Please let Mary know all concerns. Will be happy to add report card items if you would like. Contract extended until end of July for renewal. Pricing for support has been established.

OPEN DISCUSSION

Distance learning is being focused on by Missouri National Guard and open to public. The guard has hired 7 full time people for video conferencing and distance learning on content delivery site. Joining with University, private, and state agencies to try and leverage the technology. What we have done with this committee is identify four areas that are key to make this work. One is who has facilities. Second is what is available at these facilities that would be of value. They are calling it a TV guide. Need a common accessible schedule capability. Third, training issues of when, where, and how to know they have satisfactorily completed it. Fourth, how do we demonstrate the cost avoidance for senior management. Proposing that the Guard take a lead working with a subcommittee of ITAB to work with all state agencies to put together a unified solution. Will throw all the guard assets toward getting to a solution quickly. Meeting Friday Morning at Ike Skelton from 9am –12 am on distance learning and content development. Please send e-mail if interested in working with guard on these issues. Look at total cost of ownership from this aspect as well.

REVIEW OF ACTION ITEMS

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, June 27, 2001**, at 8:30 a.m. at the Interpretive Center of the Kirkpatrick State Information Center.

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Representatives of the news media may obtain copies of this notice by contacting:

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